Internship Objectives

- Interns are expected to gain valuable work experience as well as relevant knowledge which will add to their overall understanding of the field of criminology and criminal justice.
- Interns will experience training and development in the workplace under professional guidance and supervision.
- Interns will have the opportunities to utilize some of the ideas and theories learned in CCJS courses.

Student Eligibility Requirements

- Students must be a declared CCJS major.
- Students must have a minimum of 56 cumulative credits.
- Students must have a minimum UMD cumulative GPA of at least a 2.50.

Internship Eligibility Requirements

- The internship must be a new experience for the student, not a continuation of a current internship or one previously completed.
- A second internship with the same agency will be considered if the student is interning in a different division, with a new supervisor, and completing different duties and responsibilities.
- Internships must be an actual internship experience. While internships may be paid, credit will not be given for jobs, either new or previously worked.
- The internship must involve work in the criminology or criminal justice field; internships in the law field must involve solely criminal law.
- The internship must be done on-site with direct supervision; internet or web-based internships are not eligible.
- Internships must involve work, duties, and responsibilities that are more than secretarial in nature.

*Internship eligibility is subject to review and change based on the Internship Directors discretion.

Academic Integrity

Students are expected to uphold the code of academic honesty. Academic dishonesty which consists of cheating (intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise), fabrication (intentional and unauthorized falsification or invention of any information or citation in an academic exercise), facilitating academic dishonesty (intentionally or knowingly helping or attempting to help another to violate any provision of this Code), and plagiarism (intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise) will not be tolerated.* All violations of the academic integrity code will be referred to the Student Honor Council.

Disability Support
I will make every effort to accommodate students who are registered with the Disability Support Services Office (DSS) and who provide me with a University of Maryland DSS Accommodation form which has been updated for the Fall 2015 semester. This form must be presented to me no later than September 14, 2015. I am not able to accommodate students who are not registered with DSS or who do not provide me with documentation which has been reviewed by DSS.

Canvas
CCJS 359 and CCJS 398 will use canvas to post the syllabus, more detailed information about the assignments, grades, handouts, and other material. Please visit http://elms.umd.edu and log in with your Directory ID and password to use this feature.

Assignments
CCJS 359 and CCJS 398 both have four graded components: attending a University Career Center event, a time sheet, a supervisor’s evaluation, and a reflection paper. Your grade for this class will be determined by your performance in all four areas.

University Career Center Event:
Interns will be required to attend one career services event, selected from a preapproved list, which tie into career exploration, networking, job searching, resume/cover letters, and professionalism. Internships are designed to help students gain valuable knowledge and experience in a CCJS related discipline in order to help them better understand and prepare for their career ahead. The career center events tie in with this theme by building upon the work students will be doing and adding practical tools to help students after graduation. If a student cannot attend any of the career events, they must contact CCJS Advising by September 18, 2015. After attending the event, students are required to write a short half-to-one page paper about the event attended.

Time Sheet:
Interns are required to keep a time sheet which will calculate their total hours worked at their internship. This excel document automatically tabulates a student’s hours weekly and cumulatively. Hours logged must be between the first day of classes (August 31, 2015) through the last day of classes (December 11, 2015). Any hours worked either before or after the given dates, will not count towards the students required hours. The time sheet template will be on Canvas for students to download.

In order to successfully log hours, students must use this format:

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Time In</th>
<th>Time Out</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hrs</th>
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<tbody>
<tr>
<td>Sun</td>
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<tr>
<td>Mon</td>
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<td>7.00</td>
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</table>
If students do not adhere to this format, the spreadsheet will not calculate your hours and it will show an error message. Logs will be submitted three times during the semester, and each log must be signed by both the student and the internship supervisor. The submission dates are: 4:00 PM, Friday, October 02, 2015 (hours worked between August 31 – October 2), 4:00 PM, Friday November 13, 2015 (hours worked between August 31 – November 13) and 4:00PM, December 11, 2015 (hours worked between August 31 – December 11).

Supervisors Evaluation: 
At the end of the semester, the intern’s direct supervisor must complete the Supervisor’s Evaluation Form, which must be signed and sent to the attention of CCJS Advising. This evaluation can be faxed by the supervisor, mailed by the supervisor, e-mailed by the supervisor, or placed in a sealed envelope with a signature from the supervisor and given to the CCJS Advising office by the student. The evaluation is a confidential document and will NOT be accepted if submitted in any manner other than those mentioned above.

Reflection Paper: 
Students are required to complete a reflection paper, in which they will look back at their internship experience and answer the questions below. Students must carefully examine their internship and evaluate the experience, keeping in mind their future career and educational goals. Whether a student’s internship was a positive or negative experience, the student still learned something about themselves and about that specific field or organization.

The reflection paper must be typed, 5-7 pages in length, double spaced, 1 inch margins, 12 point Times New Roman font. This paper is a graded college writing assignments, therefore, spelling, grammar, punctuation and organization are essential. The questions that should be answered within the reflection paper are listed below. Do NOT just answer the questions, please include answers to these questions in a thoughtful, well written essay. The questions do not have to be answered in the order in which they were listed.

- Include information about your specific work environment, your responsibilities, connections to previous work experiences and classes, and what proportion of your time you spend on different duties.
- Explain how things you learned about yourself during the internship will impact your future and career goals.
- What was the highpoint of your internship? Why?
- Write about a problematic experience or disappointment you encountered during your internship.
- What are the most important skills you developed and what knowledge did you gained during your internship?
- What did you learn about the specific field in which you had your internship? Was it what you expected? Did anything surprise you?
- What could the agency improve upon? Were there any deficits that you noticed that could be improved for future interns?

The third set of the time sheets, reflection paper, and supervisor’s evaluation are due December 11, 2015, the last day of classes. Assignments turned in late will not be eligible for full credit.
Things to Note:

- Supervisors will be contacted throughout the semester to verify the student’s schedule, duties, as well as to determine how well the intern is performing his/her work.
- If there is a discrepancy in internship hours, the student must resolve the discrepancy or CCJS Advising will use the agency’s records to determine hours and credit earned.
- In case of illness, students are responsible for notifying their supervisor in advance and providing documentation as needed to verify absences. Failure to properly notify supervisors in advance of absences can have a detrimental effect on the student’s grade.
- The intern must properly plan to complete the required number of hours (e.g. 135 hours) for the credits they anticipate earning (e.g. 3 credits), during the schedule adjustment period. Students have until 4:00PM on September 14, 2015 to adjust the amount of credits they anticipate earning through the drop/add screen in Testudo.

Professional Responsibilities

Please keep in mind that while at your internship, you are in a professional working environment. This is a great opportunity for students to network, gain work experience, develop themselves on a personal level, and earn recommendations for future jobs/graduate school. Students are expected to act and dress in a professional manner. While at your internship, you are not just representing yourself, but you are representing the University of Maryland, College Park and the Department of Criminology and Criminal Justice.

Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage of Class Grade</th>
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<tbody>
<tr>
<td>University Career Center Event</td>
<td>10%</td>
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<tr>
<td>Time Sheet</td>
<td>30%</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>30%</td>
</tr>
<tr>
<td>Supervisors Evaluation</td>
<td>30%</td>
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</tbody>
</table>

Grading Scale

- A+ = 100–97.5
- A  = 97.4–95.0
- A- = 94.99–90.0
- B+ = 89.99–87.5
- B  = 87.4–85.0
- B- = 84.99–80.0
- C+ = 79.99–77.5
- C  = 77.4–75.0
- C- = 74.99–70.0
- D+ = 69.99–67.5
- D  = 67.4–65.0
- D- = 64.99–60.0
- F  = 59.99–0

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